

INVITATION FOR BIDS

*SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BERNARDINO*

**REGARDING:**

IFB 20-22 Crown Lift Trucks WAV

**BIDS DUE:**

**MAY 4, 2020** NO LATER THAN **12:00 P.M.** PACIFIC TIME

1. **BACKGROUND INFORMATION**

The Superior Court of California, County of San Bernardino (“Court”) is seeking bids from qualified persons or entities (hereinafter referred to as “Bidder” or “Bidders”) with expertise in providing Crown Work Assist Vehicles.

The type of award anticipated is Lump Sum Payment. A copy of this solicitation will be posted on the following websites: [*https://caleprocure.ca.gov/pages/Events-BS3/event-search.aspx*](https://caleprocure.ca.gov/pages/Events-BS3/event-search.aspx)and [*http://www.sb-court.org/GeneralInfo/RequestforBid.aspx*](http://www.sb-court.org/GeneralInfo/RequestforProposal.aspx).

1. **DESCRIPTION OF GOODS**

The Court seeks goods meeting the following specifications: Three (3) Crown WAV 60-118 Series Work Assist Vehicles or equivalent product that meets the Court’s needs and specifications. If you are providing an equivalent product or brand substitution, a copy of the product specification sheet must be included with your bid.

The following standard product specification specified in this bid came directly from the manufacturer’s catalog or product information and is to be used for reference only.

Crown WAV 60-118 Series Work Assist Vehicle

Manufacturer: Crown Equipment Corporation

Model: WAV 60-118

* Power: 24 Volts
* Capacities:
  + Operator Compartment: 300 lbs.
  + Load Tray: 200 lbs.
  + Load Deck : 250 lbs.
* Vehicle Weight: 1420 lbs.
* Platform Height: 118 in
* Work Height: 195 in
* Overall Collapsed Height: 54.5 in
* Platform Step Height: 12 in
* Vehicle Length: 60 in.
* Vehicle Width: 29.5 in.
* Vehicle Width with Rail Guide Rollers: 35 in.

Rail Guide Wheel Height: 2.5 in.

Rail Guide Wheel Diameter: 2.5 in.

Rail Guide Wheel Thickness: 1 in.

* Minimum Turning Radius: 47.5 in.
* Grade Clearance: 15%
* Charger Standard: 30 amp
* Battery: 200 Maintenance Free AMP/Hr.
* Charger Auto Start/Stop: 30 Built-in AMP
* Lift Speeds: 60 fpm
* Lower Speeds: 45 fpm

Features Included on the Crown WAV 60 Series

* Crown’s Access 1 2 3 Comprehensive System Control
* Multiple Hour Meters – Travel Hours, Raise Hours, and Idle Hours, Configurable Planned Maintenance Timer
* 24 Volt Fused Electrical System with Built-in Battery and Charger
* Transistor System Controller for Directional and Steering Controls
* System Controlled Lift Interrupt
* Work Assist Storage Tray
* 30 amp auto start/stop charger (85-265 vac)
* On/off key switch
* Horn
* Operator Storage Compartments
* Alphanumeric display and related icons are used to prompt operator through Crown Safety Features
* Battery Charging Display on service panel indicating: Abnormal Charge, Charging, Charge Complete
* Travel Speed Switch (rabbit/turtle switch)
* Power disconnect button located on platform and service panel
* Regenerative service brake
* Electromagnetic park brakes
* Gate position interlocks (gate alarms)
* Raise and lower control on platform and on service panel (floor level)
* Programmable security power up
* Auto power shutdown
* Black wheels
* AC drive motors
* AC controls
* InfoPoint system
* Front and side steel bumpers

Optional Equipment to be included in price

* 200 Amp Hour Maintenance Free Batteries
* Retractable Charge Cord Reel
* Mast Storage Pockets
* Mast Storage Bins
* Alarms – Lift, Lower and Reverse
* Accessory Mount
* Bumpers: Front and Side Steel Bumpers with Rubber Over Mold
* Flashing Lights

Bidder may quote equivalent goods. If quoting equivalent goods, the Court may request a sample at no cost to the Court. Maximum width of equivalent goods must not exceed 29.5 inches.

**Entire order must be delivered in full by June 30, 2020.**

Bidder should also calculate freight costs to ship goods to: 770 South Gifford Street, San Bernardino, CA 92408. *No loading dock. Driver must unload goods from delivery truck.*

1. **TIMELINE FOR THIS IFB**

The Court has developed the following list of key events related to this IFB. All dates are subject to change at the discretion of the Court.

| **EVENT** | **DATE** |
| --- | --- |
| IFB issued**:** | April 9, 2020 |
| Deadline for questions | April 15, 2020  *3:00 PM Pacific Time* |
| Questions and answers posted | April 20, 2020 |
| Latest date and time bids may be submitted | May 4, 2020  *12:00 PM Pacific Time* |
| Public opening of bids via Blue Jeans Remote Video only | May 6, 2020  *11:00 AM Pacific Time* |
| Notice of Intent to Award (*estimate only*) | May 7, 2020 |
| Issuance of Purchase Order (*estimate only*) | May 8, 2020 |

1. **IFB ATTACHMENTS**

| **ATTACHMENT** | **DESCRIPTION** |
| --- | --- |
| Attachment 1 - Administrative Rules RFQs-IFBs-RFPs | These rules govern this solicitation. **Please read carefully.** |
| Attachment 2 – Purchase Order Standard Terms and Conditions | If selected, the person or entity submitting a bid must accept a purchase order containing these terms and conditions. |
| Attachment 3 –Acceptance of PO Terms and Conditions | Form to indicate Bidder’s acceptance of the PO terms and conditions. |
| Attachment 4 – General Certifications Form | Form to indicate Bidder’s agreement on required general certifications. |
| Attachment 5 – Good Standing Form | Form to indicate Bidder’s good standing. |
| Attachment 6 – Darfur Contracting Act Certification | Form for Bidder to certify Darfur Contracting Act status. |
| Attachment 7 - Postconsumer-Content Certification | Form for Bidder to certify recycled content of goods to be provided. |

1. **PAYMENT INFORMATION**

See Attachment 2 – Purchase Order Standard Terms and Conditions.

1. **PRE-BID CONFERENCE**

A pre-bid conference is not scheduled for this solicitation. Questions are to be submitted per Attachment 1 Section 2 Questions Regarding the Solicitation.

1. **SUBMISSION OF BIDS**
   1. Bids should provide straightforward, concise information that satisfies the requirements of the “Bid Contents” section below. Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the IFB’s instructions and requirements, and completeness and clarity of content.
   2. The Bidder must submit its proposal in two parts, the non-cost portion and the cost portion:
      1. The Bidder must submit **one (1) paper original** of the non-cost portion of the proposal. The original must be signed by an authorized representative of the Bidder. The original non-cost portion of the proposal must be submitted to the Court in a single sealed envelope, separate from the cost portion. *The Bidder must write “non-cost” and the RFP title and number on the outside of the sealed envelope.*
      2. The Bidder must submit **one (1) paper original** of the cost portion of the proposal. The original must be signed by an authorized representative of the Bidder. The original cost portion of the proposal must be submitted to the Court in a single sealed envelope, separate from the non-cost portion. *The Bidder must write “cost” and the RFP title and number on the outside of the sealed envelope.*
         1. The Bidder must submit **an electronic version of the entire proposal** on USB Flash Drive with the cost portion. The files contained on the USB Flash Drive should be in PDF, Word, or Excel formats.
   3. Bids must be delivered by the date and time listed on the coversheet of this IFB to:

Superior Court of California, County of San Bernardino

Attn: Purchasing, IFB # 20-22 Crown Lift Trucks WAV

247 West Third Street

DROP BOX (before stairs on South side in parking lot)

San Bernardino, CA 92415-0066

* 1. **Late bids will not be accepted.** Bids should be sent by courier service (e.g. FedEx or UPS) or delivered by hand to the DROP BOX. Bids sent by USPS generally do not arrive at the Court on time because they are delivered to County Central Mail first, which adds 1-7 days to the delivery transit time. *The IFB title and number must be stated on the outside of the delivery envelope or package.*
  2. Only written bids will be accepted. Bids may not be transmitted by fax or email.

1. **BID CONTENTS**

All information submitted in bid must be clearly legible.

* 1. Non-cost Portion. The following information must be included in the non-cost portion of the bid. A bid lacking any of the following information may be deemed non-responsive:
     1. Bidder’s legal name, address, and telephone number.
     2. Name, title, address (if different), telephone number, and email address of the individual who will act as the Bidder’s designated representative for the purposes of this IFB.
     3. Model number(s), specifications, or other description of the goods the Bidder proposes to supply to the Court, including warranty information.
     4. Names, addresses, and telephone numbers of a minimum of three (3) clients for whom the Bidder has provided similar goods. The Court may check references listed by the Bidder.
     5. Attachments 3-7.

Bidder must include the following properly completed attachments or exhibits:

* + - 1. Acceptance of Terms and Conditions
      2. General Certifications Form
      3. Good Standing Form
      4. Darfur Contracting Act Certification
      5. Postconsumer-Content Certification. Bidder must complete this form and submit the completed form with its bid.
    1. TheBidder must submit with its bid, for itself and each of its affiliates that make sales for delivery into California, a copy of either (i) a California seller's permit issued under Revenue and Taxation Code section 6066 et seq. or (ii) a certificate of registration issued under Revenue and Taxation Code section 6226.
  1. Cost Portion. The following information must be included in the cost portion of the bid:
     1. A detailed line item budget showing the cost per unit for the goods, if any, described in the non-cost bid.

NOTE: It is unlawful for any person engaged in business within this state to sell or use any article or product as a “loss leader” as defined in Section 17030 of the Business and Professions Code.

1. **OFFER PERIOD**

A Bidder’s bid is an irrevocable offer for ninety (90) days following the bid due date. In the event a final contract has not been awarded within this period, the Court reserves the right to negotiate extensions to this period.

1. **EVALUATION OF BIDS**
   1. The Court will publically open bids on the date and at the time noted in Section 3.0 live via Blue Jeans remote video only: <http://www.bluejeans.com/417004368>

(Meeting ID: 417 004 368).

* 1. The Court will evaluate bids as described in the Administrative Rules (Attachment 1). Award, if made, will be to the lowest responsible bidder meeting specifications. If a contract will be awarded, the Court will post a Notice of Intent to Award at [http://www.sb-court.org/GeneralInfo/RequestforBid.aspx](http://www.sb-court.org/GeneralInfo/RequestforProposal.aspx).

1. **CONFIDENTIAL OR PROPRIETARY INFORMATION**

One copy of each bid will be retained by the JBE for official files and will become a public record. **The Public Contract Code requires that bids be publicly opened and made available for public inspection.** Accordingly, Bidder should not include confidential or proprietary information in its bid.

1. **DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE**

The Court’s DVBE participation goal is a minimum of 3% of the value of all Court contracts in any given fiscal year (July 1 thru June 30). To implement the DVBE program the Court may grant Bidders that provide DVBE participation a DVBE incentive. The Court DVBE incentive for procurements awarded to the lowest responsible Bidder may be initially 3%. The Court DVBE incentive for procurements awarded to the highest scoring Bidder may also initially be 3%. Any Bidder claiming the DVBE incentive for any procurement must submit the appropriate certifications as part of a complete bid package. The Court will not apply the DVBE incentive without the proper certifications on file.

1. **PROTESTS**

Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contract Manual (see [www.courts.ca.gov/documents/jbcl-manual.pdf](http://www.courts.ca.gov/documents/jbcl-manual.pdf)). Failure of a Bidder to comply with the protest procedures set forth in that chapter will render a protest inadequate and non-responsive, and will result in rejection of the protest. The deadline for the Court to receive a solicitation specifications protest is **two (2) days after Questions and Answers are posted**. Protests should be sent to:

Superior Court of California, County of San Bernardino

Attn: Steve Pascover, Advisory Attorney

247 West Third Street, 11th Floor

San Bernardino, CA 92415-0302

Throughout the review process, the court has no obligation to delay or otherwise postpone an award of contract based on a Bidder protest. In all cases, the court reserves the right to make an award when it is determined to be in the best interest of the court to do so.